



Agenda Item Number: 2005-1-3A

BERNALILLO COUNTY BOARD OF COUNTY COMMISSIONERS

Meeting Date: January 25, 2005

Department: Human Resources **Staff Contact:** Renetta M. Torres, Director
Dan Mayfield, Deputy County Manager

TITLE: Annual Leave Accrual Rate for Full-Time Regular "At-Will" Employees

ACTION: Motion to approve and authorize the implementation of annual leave accrual for Full-Time Regular "At-Will" employees at eight hours per pay period and to permit annual leave carryover for Full-Time Regular "At-Will" Employees to exceed the maximum level identified in the Employment Relations Rules and Regulations.

SUMMARY:

The County employs a number of full-time regular "at-will" employees who have no merit protection and no entitlement to grieve adverse employment action. The majority of these employees are salaried employees who have no entitlement to overtime compensation and these employees frequently work in excess of 60 hours per week. In 2002 the former County Manager authorized a policy and practice of permitting "at-will" employees to accrue annual leave at eight (8) hours per pay period. These employees frequently have responsibilities that prevent them from taking more than 50% of their annual leave each year as cited in the Employment Relations Rules and Regulations which causes their annual leave balance to exceed the maximum levels permitted by the Employment Relations Rules and Regulations.

ATTACHMENT:

1. Administrative Resolution **AR -2005**

FISCAL IMPACT

None.

STAFF ANALYSIS SUMMARY

COUNTY MANAGER

The County is in the process of updating the Employment Relations Rules and Regulations and will address the issue of carryover and accrual rates in the proposed revision. I recommend Board approval TL 1/20/2005

FINANCE

In the course of the Fiscal Year 2004 audit, our auditors recommended that this action be taken to precisely reflect the County's policy regarding "at-will" annual leave carryover and accrual rates. Stella Lujan CPA, Finance Systems Director 1/19/05

LEGAL

The proposed action is within the authority of the Board of County Commissioners and is consistent with applicable law. JSL 1/19/05